



MISSOURI DEPARTMENT OF MENTAL HEALTH

KEITH SCHAFER, DEPARTMENT DIRECTOR



DEPARTMENT
OPERATING
REGULATION
NUMBER

DOR

1.125

CHAPTER General Department	SUBCHAPTER Dept Communications	EFFECTIVE DATE 6/24/15	NUMBER OF PAGES 3	PAGE NUMBER 1 of 3
SUBJECT Use of Cellular/Wireless Phones		AUTHORITY Section 630.050	HISTORY See below	
PERSON RESPONSIBLE Deputy Director – Office of Administration			SUNSET DATE 7-1-18	

PURPOSE: To establish a policy on usage of cellular/wireless service to include approval and procurement of services; usage; monthly billing review; reimbursement of personal usage; and, reimbursement to an employee for usage of a personal cellular/wireless device for business purposes.

APPLICATION: Applies to all department employees.

(1) Per Executive Order 05-02 issued in January 2005, "All State agencies and departments in the Executive Branch shall not enter into any agreement or contract to lease or purchase any cellular phones, except as may be determined by the Commissioner of Administration to be in the best interest of the State". The Commissioner of Administration has indicated that this Executive Order applies to wireless devices and service including cellular phones, pagers and Blackberry devices, and has notified departments that all requests for cellular/wireless devices must be approved by the Office of Administration (OA). OA will deny requests for cellular/wireless devices unless the Department demonstrates that extenuating circumstances exist that require the employee to have contact with the office at all times and that the device requested for the employee is the only or most cost effective means of communication with the office available to the employee.

(2) All requests for new cellular/wireless devices should be approved by the facility/division and then submitted via the Online Help Desk(OHD) to OA Enterprise Telecommunications along with a wireless service request form (attached).

(3) Changes to existing rate plans or upgrades to existing service can be completed by either the department division liaison or an OHD ticket may be submitted to OA Enterprise Telecommunications.

(4) Upon approval by OA, the device/service shall be procured through state contract where service is available and in accordance with the terms and conditions of the contract. If a particular catchment area is not available through state contract, procurement may be made through a local vendor; however, a waiver must be obtained through OA/Division of Purchasing.

(A) One person should be designated within each facility/division/office to coordinate the request and approval process for procurement, activation,



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maintenance, billing, record keeping, and disconnection of all cellular/wireless service for their location. Responsibilities will include:

1. Processing wireless service requests for new/upgrade of services.
2. Review and processing payment through consolidated billing.
3. Maintain an annual report of wireless devices that identifies rate plans, and costs of each device annually including personal reimbursement.
4. Working with Network Services, Telecommunications in OA on any specific needs/requirements/services.

(5) Cellular/Wireless devices are to be used for official business.

(6) Employees should immediately notify the appropriate facility/division/office designee when cellular/wireless devices have been damaged, lost, stolen or misplaced.

(7) Facilities/divisions/-offices shall develop an internal control system to ensure appropriate use of cellular/wireless services. This system should include, at a minimum:

(A) The designated individual within each facility/division/office shall review monthly to confirm appropriate usage and approval of all charges incurred.

(B) If the designated individual identifies any personal usage, the employee will be asked to review and reimburse as applicable. However, the personal reimbursement amount should not exceed the total monthly invoice amount.

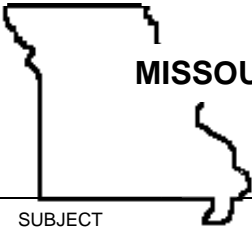
(8) Employees may choose to use their personal cell phone in lieu of a state issued cell phone. However, the Department discourages the use of personally owned cellular/wireless devices for business purposes that result in additional charges to the employee, except in the event of emergencies. Reimbursement shall be made to DMH employees on the Monthly Expense Report form for cellular/wireless charges related to "emergency" state business. Reimbursement shall be allowed for the following charges:

(A) Itemized long distance air time and roaming charges identified as official business;

(B) Interconnection charges per minute applied to official business calls;

(C) Per minute charge for each transaction;

(D) Taxes incurred for the above charges.



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HISTORY: Emergency DOR effective October 1, 2001 and June 1, 2002. Final effective January 1, 2003. Amendment effective July 1, 2006. Amendment effective July 1, 2009. Amendment effective June 27, 2012. On June 24, 2015, the sunset date was extended to July 1, 2018.